



## 2018-2019 Parent Wage Verification Worksheet

Student Name: \_\_\_\_\_ Student ID#: 770-\_\_\_\_\_

Parent Name(s): \_\_\_\_\_ Parent Email/Phone#: \_\_\_\_\_

Your child has been selected for a process called "Verification." In this process, we are required to verify information provided on your child's FAFSA, which indicated that you did earn income for 2016, but will not be filing a 2016 Federal Tax Return. To verify that the earned income reported on the FAFSA is accurate, this completed worksheet and copies of all 2016 W-2(s), must be submitted to the Financial Aid Office.

Note: Aid cannot be disbursed until the requested documentation is received, and reviewed.

- Check the applicable option below:

- ☐ Have or will file a 2016 federal income tax return.
- ☐ Did not earn income in 2016.
- ☐ Earned income in 2016 but will not file and am not required to file a 2016 federal income tax return. Please list sources of earned income for 2016 in the table below. If more space is needed attach an additional page.\*
- ☐ Received assistance other than wage income.\*

\*Please obtain a Non-Filer Verification Letter from the IRS. Instructions to obtain this can be found on the Financial Aid webpage under Forms or in our office.

Name of Employer(s):	W-2 attached?	Total \$ earned in 2016:
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

**By signing this worksheet you certify that the information reported is complete and correct.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions for requesting a W-2/Wage Transcript

*If you do not have copies of your W-2(s), you may request a W-2/Wage Transcript from the IRS:*

1. Call 1-800-829-3676 and request a W-2 Transcript. Please follow the instructions listed below:
  1. Choose language preference
  2. Select option #3 for "other tax information"
  3. Select option #1 for "personal and individual tax questions"
  4. You will then be connected with an IRS employee. Request a W-2 Transcript.
  5. You will then be transferred to the appropriate department to process your W-2 Transcript request.
  - ❖ You can request your W-2 Transcript faxed directly to you or mailed to you within 5-10 days.
2. You may complete Form 4506T: **Request for Transcript of Tax Return**. To request a W-2/Wage Transcript check **box 8**, and fax or mail it to phone number or address indicated on the form.
  - ❖ This form can be found at: [https://www.irs.gov/site-index-search?search=4506-T%5C&field\\_pup\\_historical\\_1=1&field\\_pup\\_historical=1](https://www.irs.gov/site-index-search?search=4506-T%5C&field_pup_historical_1=1&field_pup_historical=1)
  - ❖ Requesting a W-2/Wage Transcript is free of charge. Most requests are processed within 10 days.

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